

Reed (A) 10/29/71

31 October 1955

MEMORANDUM FOR: Director, DDCI

SUBJECT: TO Monthly Report for October 1955

1. Cards forwarded to Main Index as result of Projects: 12,800

2. Total Projects

Opened this month 3

Opened prior months 22

Total Open Projects.....57

Closed this month 4

Closed prior months 180

Total Closed Projects.....184

3. Records Management

a. Records Retired to RL/AR

<u>Revision or Stock</u>	<u>Date</u>	<u>Amount in Std. Pcs.</u>
20/7	2	124.2
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424	2	2

b. Records Retired to RI/VI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
RI	18	4.7	
PI	16	4.6	
NEA	1	.5	
SE	7	1.4	
SR	1	.3	
WE	7	1.5	
WH	2	.1	
Total	55	13.5	13.3

c. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
CI	1	.3	
EE	12	2.0	
PI	1	.2	
NEA	2	.3	
SE	6	.8	
SR	8	1.1	
WE	17	7.8	
WH	8	1.7	
Total	55	15.0	15.0

d. Records Retired to Records Center

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
WH	1	.1	
Total	1	.1	.1

e. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
RI	4	50.0	
Total	4	50.0	50.0
Total Records Retired and Destroyed			<u>194.6</u>

f. Vital Documents

Packages IN.....	307
Packages OUT.....	11
Microfilm Reels IN.....	43
Microfilm Reels OUT.....	3

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

Two drawer legal size safe.....3
Four drawer letter size safe.....1
Four drawer legal size safe.....15
Five drawer legal size file cabinet.....11
Storage cabinet, 4 shelves, 2 doors
with key.....2
File cabinet with three shelves.....4

b. Forms Approved.....1

- 25X1A9a

5. [REDACTED]

[REDACTED] returned from TDC 4 October 1953.

25X1A9a

[REDACTED]
[REDACTED]